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GOVERNOR

CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

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DIRECTOR

DATE: September 23, 2003

TO: LEA/PSA Staff Members Responsible for SRSD Data

FROM: Andrew Henry

SUBJECT: **Expanded Single Record Student Database (SRSD) Application**

The Center for Educational Performance and Information (CEPI) is responsible for collecting data about K-12 public schools from all school districts and public school academies in Michigan throughout the year. These data are used to comply with state and federal reporting requirements, such as *No Child Left Behind* and *Education YES!*, and can be used to assist districts with improving the academic performance of each school's students. Your district's efforts with data submissions are greatly appreciated, and your feedback has been critical to improving the management of data at the district and state levels.

I am pleased to announce that CEPI is in the final stages of expanding our existing online SRSD Application to assist local district and public school academy staff members with the management of student data. The expanded online application is referred to as the Single Record Student Database/Unique Identification Code (UIC) Application, or SRSD/UIC Application. UICs are assigned by CEPI to all student records for the purpose of eliminating duplicate student records and providing an accurate way to track students as required by *No Child Left Behind*.

<u>Local districts and public school academies will need to use the new UIC component of the SRSD/UIC Application to manage any potential duplicate student records within the district or academy.</u> ISDs will not be able to resolve local districts' or academies' duplicate student records. This newly expanded application will allow authorized local district and academy staff members to:

1. Resolve duplicate student records and UICs (November 24, 2003 – January 9, 2004);
2. Perform statewide searches for existing UICs (November 24 – March 18, 2004);
3. Obtain UICs for new students entering after fall count day (January 12 – March 18, 2004).

The SRSD/UIC Application will be available only to authorized staff members beginning in late November, after the Fall 2003 SRSD submission is completed, to verify and resolve duplicate student records and UICs. <u>In order for your district or academy to have access to your student data via the SRSD/UIC Application, it is extremely important that you submit student data to your intermediate school district – and that your intermediate school district submits the data to CEPI – on time.</u> If your student data are not submitted on time, you will not have access to your fall data via the UIC component of the application in November.

Additionally, a new security agreement must be completed by all designated district and public school academy staff members, regardless of any previously granted security access to any other CEPI application, so that they can access and use the UIC component of the application. It is extremely important that the designated district or academy staff member(s) complete and **return the security agreement no later than October 22** in order to avoid any delays in using the UIC component of the expanded application. Tips for completing this new security agreement are on the reverse side of the agreement.

In regard to this fall's submission of new student records, you should submit the data in the same manner as you submitted student data during the Spring and End-of-Year 2003 SRSD submissions. Districts and academies will not need to obtain a UIC for new student records. Field 124 may be blank for the submission of new students. The UICs for new students will be assigned by CEPI in December. Districts or academies will be able to resolve any duplicate student records and potential duplicate records that have been assigned UICs after the Fall 2003 submission is completed.

An online tutorial will be available for the authorized users of this new application on the CEPI Web site (www.michigan.gov/cepi) and will provide users with online instructions and assistance while using the SRSD/UIC Application. The tutorial will be available in November so that authorized users can preview features of the application, before using the application.

I am pleased to provide these resources, and I hope this information is helpful to you and your staff members. Please contact the DIT Education Help Desk at 517.335.0505 or Help-Desk@michigan.gov if you have any questions.